



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>City Manager</b>
<b>Class Code Number</b>	<b>1120</b>

### General Statement of Duties

Plans, administers, and supervises the City's organizational and administrative operations in accordance with the policies and procedures set forth by the City Council; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to plan, administer, and supervise the City's organizational and administrative operations to ensure the efficient provision of services to City residents, and serves as the Eureka Redevelopment Agency Executive Director and the Executive Director of Eureka Public Financing Corporation. The work is performed under the direction of the City Council, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all City management and related administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Develops recommendations for enhancing the City's operations and services in collaboration with the City Council, City officials, Department Heads, and other management level City personnel;
- Recommends and oversees implementation of City policies, rules, and regulations;
- Advises City department and division heads regarding the full range of organizational, management, administrative, budget, and financial policies and related issues;

- Confers with City elected officials, department and division heads, and other supervisory personnel to discuss, identify, and assess their organizational, management, administrative, budget and financial problems and needs;
- Develops, presents, and administers a balanced City budget, including overseeing preparation and approving draft budget for presentation to City Council;
- Performs various financial management functions, including organizing and participating in political campaigns for ballot financial issues, participating in economic development campaigns, and addressing the public concerning the City's financial status;
- Reviews and approves programs of City-wide administration such as financial reporting, budgeting control, and personnel practices;
- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants;
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments;
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures;
- Analyzes and evaluates the effectiveness of City operations, services, programs, and reports findings and recommendations for improvements to elected City officials and the City Council;
- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues;
- Directs, supervises, motivates, trains, and evaluates the work performance of City department heads;
- Serves as the Eureka Redevelopment Agency Executive Director and Executive Director of Eureka Public Financing Corporation;
- Responds to questions and comments from the public in a courteous and timely manner;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of public management, organization, and administrative theories, principles, and techniques at local government level;
- Comprehensive knowledge of City government finance and administration, including State and National laws affecting the operations of the City;
- Comprehensive knowledge of applicable municipal functions, organization, and methods, including public works, utilities, planning, budgeting and purchasing, personnel administration, municipal law, records management, recreation and leisure services, economic development, and police and fire science;
- Comprehensive knowledge of social trends and problems;
- Comprehensive knowledge of emergency operations;
- Substantial knowledge of mathematical concepts necessary to analyze budget, accounting, and legal documents;
- Ability to listen and understand the personnel and organizational needs of City department and division heads, and other supervisory personnel;
- Ability to analyze trends and problems of a City and develop long-range plans adapted to such trends;

- Ability to provide leadership and coordinate the activities of a complex municipal organization;
- Ability to win and retain the confidence and cooperation of legislative bodies, government officials, and representatives of the public;
- Ability to develop and direct a sound public relations program;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Public Administration or a closely related field;
- Seven or more years experience in municipal administration.

### **Required Special Qualifications**

- Valid Class C California State Driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.